



Class I Operating Permit Renewal Application Guide

KDHE, BUREAU OF AIR AND RADIATION
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This document contains the following:

- I. Who needs to reapply?
- II. What must be submitted?
- III. How do I start?
- IV. General information.
- V. How has the facility process changed?
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I. Who needs to reapply?

Owners or operators of facilities operating under a current Class I Air Operating Permit must submit an application for permit renewal to the department not less than 6 months and not more than 18 months before the expiration date of the permit (K.A.R. 28-19-514).

II. What must be submitted?

The intent of this document is to streamline the Class I permit renewal process. At minimum, the owner or operator must submit the enclosed application, which includes general information, facility/process changes, compliance plan/new applicable requirements and changes, and certification by a responsible official. The source may also be required to submit other information or documentation as may be necessary per K.A.R. 28-19-511 and K.A.R. 28-19-514. K.A.R. 28-19-514 requires that the renewal application be consistent with the requirements of K.A.R. 28-19-511 (Class I operating permits; application contents). Completion of the renewal forms in accordance with this guide is considered to comply with these requirements.

A complete submittal consists of the renewal application, the required application fee (\$1000 less the amount of any annual emission fee paid pursuant to K.A.R. 28-19-202), and other forms as may be necessary. The owner or operator may submit a complete application for renewal using initial application forms and instructions, if preferred.

Note: New or revised regulations or standards may require changes from the current permit. These may include the Compliance Assurance Monitoring (CAM) rules, 40 CFR Part 64; New Source Performance Standards (NSPS), 40 CFR Part 60; and National emission standards for hazardous air pollutants for source categories (MACT), 40 CFR Part 63.

III. How do I start?

The owner or operator should assemble the following information/documents before completing the renewal application:

- Current Class I permit including any re-openings, modifications, amendments, and/or off-permit facility modifications.
- Construction permits and approvals issued during current permit term.
- Consent agreements and compliance schedules issued during current permit term.
- Information on any other significant facility or permit changes.
- Information on new or revised regulations or standards that may require changes to the current permit.

IV. General Information

1) Source ID Number: _____

2) Site Name: _____

3) Source Location: County: _____

Street Address: _____

City: _____ State: KS

or Section: _____ Township: _____ Range: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

4) Corporate/Company Owner:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

5) Corporate/Company Operator (if different than owner):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

6) Responsible official for this permit/source:

Name: _____ Phone: _____

Title: _____ Fax: _____

(check one): Owner Address _____ Operator Address _____ Source Address _____

Other (specify) _____

7) Contact person for this permit:

Name: _____ Phone: _____

Title: _____ Fax: _____

(check one): Owner Address _____ Operator Address _____ Source Address _____

Other (specify) _____

E-mail Address: _____

8) Standard Industrial Classification (SIC) Code and description for the source:

Primary: _____

Other (if applicable): _____

9) Primary product produced (or activity performed) at the source: _____

Source ID Number: _____

10) North American Industry Classification System (NAICS) Code and description for the source:

Primary: _____

Other (if applicable): _____

11) Are any alternative operating scenarios proposed in this permit application?

Yes _____ No _____

If yes, attach a description of the proposal with copies of the basic forms affected by the operating change, notated as to information no longer applicable and noting new information applicable to the alternative operating scenarios.

12) List pollutants for which the source is major:

13) List pollutants for which the source has accepted or proposed permit limitations in order to reduce potential-to-emit to below major source thresholds:

Source ID No.: _____

The current Class I permit accurately identifies the facility equipment, processes and emissions controls.
 Please change the current reporting periods (semi-annual, annual, NSPS, etc.) and indicate the new dates on this form or on the cover letter.

[illegible]

VI. What are the new or changed requirements?

Source ID No.: _____

Complete the following table for added or modified significant equipment, processes or emissions controls, and for changes proposed for activities in current permit. If a unit is subject to the Compliance Assurance Monitoring Rule (CAM), the CAM plan must be submitted with the application. Submit a CD-03 form for any unit that is not in compliance with an applicable requirement.

2a) Emission Unit ID	2b) Citation	2c) New or Changed Applicable Requirement	2d) Compliance Status	2e) Compliance status demonstration (Monitoring/reporting/record keeping and/or performance testing)	2f) Certification Reporting Schedule	2g) Subject to the CAM Rule?

Check the statements below. **All three boxes must be checked for the application to be administratively complete.**

- ☐ The source will continue to comply with the current applicable requirements with which it is in compliance.
- ☐ The source will meet, on a timely basis, any applicable requirement, which becomes effective during the permit term.
- ☐ The source is properly implementing any required risk management plan in accordance with section 112(r) of the federal clean air act, if appropriate.

VII. Certification

Source ID No.: _____

Site Name: _____

CERTIFICATION

I certify under penalty of law that this application and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I also certify that the stationary source identified in this application is in compliance with all applicable requirements except those requirements for which a compliance schedule has been submitted in Compliance Schedule Form (CD-03). I understand that failure to comply with any term of a compliance schedule is considered to be a violation of regulation K.A.R. 28-19-511.

Name of Responsible Official (print or type): _____

Title: _____

Signature: _____ Date: ____ / ____ / ____

Any person who fails to submit any relevant facts or who has submitted incorrect information in a permit application shall, upon becoming aware of such failure or incorrect submittal, promptly submit such supplementary facts or corrected information. In addition, an applicant shall provide additional information as necessary to address any requirements that become applicable to the stationary source after the date a complete application was filed but prior to the solicitation of public comments regarding the proposed permit. [K.A.R. 28-19-511 (f)]

VIII. What should I attach?

- Copy of current Class I permit marked to reflect any needed changes.
 - Process Flow Diagram (Form GI-02A)* if an update is needed.
 - Site Diagram (Form GI-02B)* if an update is needed.
 - CAM plan as required by 40 CFR Part 64. See Information Sheet.*
 - Emissions calculation (Form EC 01)* or copy of current emissions inventory report, if there has been any change in emissions calculation.
 - Compliance schedule (Form CD 03)* if source is out of compliance.
- * Available at: <http://www.kdhe.state.ks.us/air-permit/download.html>

IX. Resources

For the forms listed above, a complete list of initial forms, CAM Information Sheet, or additional guidance and information, visit the KDHE permitting website at:
<http://www.kdhe.state.ks.us/air-permit/download.html>

Note that each facility has been assigned a permit writer, for each assigned contact, visit the following website:

<http://www.kdhe.state.ks.us/air-permit/download.html>
Air Permit Contact Information (.xls) (.pdf)